MHATT-CAT Digital Camera Procedures

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1 Kodak DC260

This is MHATT-CAT's digital camera. Please use the Ni-MH re-chargeable AA batteries provided in room D006, replacing the batteries in the charger with the ones taken from the camera. With it's current 64 MB COMPACTFLASH memory card, the camera can store around 130 high resolution pictures.

The memory card is located behind a small door, with "CARD" stamped on it. Similary, the batteries are located behind a door marked "AA BATT."

1.1 Memory card removal

1. Open the door.

2. Lift the gray tab with the arrow, so it pokes out.

3. Push the tab in, pushing the card out.

4. Take the card out.

1.2 Memory card insertion

1. Slide the card in, with the front of the card facing the door hinge.

2. Push until the gray tab pops all the way out.

3. Flip the tab down.

4. Close the door.

2 Kodak Multi-Card Reader

This is the USB device for reading various types of digital camera memory cards: COMPACTFLASH, SMARTMEDIA, and MMC/SD. There is a slot for each type of card, in the previous order, from top to bottom. Currently, the computer **chaos** is the one to use with the reader.

2.1 Reading a card

This procedure must be followed. Once the reader is plugged into the computer, you *cannot* remove or insert any cards, as the reader won't scan them. Also, the USB connection must be terminated before unplugging the reader.

1. Insert card into reader into the correct slot.

2. Plug the USB plug into the USB socket on **chaos** (there are two under the gray flap in the front).

3. A little icon of a card with a green arrow over it should appear in the bottom right hand corner of the screen, shown here.

4. Depending on which type of card you are using, it will appear as a drive, being `G:` for COMPACTFLASH, `H:` for SMARTMEDIA, and `I:` for MMC/SD.

5. For the Kodak DC260, go to the `G:` drive. In the `DC260_01` folder, you will find the pictures.

6. Copy the pictures to the hard drive, preferably in a new folder on the `D:` drive.

7. Delete the pictures from the card.

8. Double click on the green arrow icon to bring up the USB window.

9. Click on the item "USB Multiple Cards Reader/Writer", then click on the *STOP* button, and then the *OK* button.

10. All lines pertaining to the Reader should be gone.

11. Unplug the reader from the USB port.